



CASPP Requirements

1. Persons completing all modules may apply for **Certification in Arizona State Public Procurement (CASPP)**.
2. Completion means either taking a class in each module or meeting an equivalency for each module.
3. Students shall be required to complete the modules in sequence. This eliminates the necessity for redundant information in the modules.
4. Course equivalencies:
 - a. Fundamentals Series: course equivalency may be completed by providing evidence of years of relevant state service, or by attending an original API course, or by testing out of the material. Tests for all three Fundamental Series Modules will be conducted by appointment only.
 - b. Specialist Series: Candidates for certification must take the course unless a petition to test out is granted. Petition means that equivalency may be granted for a test-out if the applicant's petition is signed by the chief procurement officer for the applicant's agency and the application is approved by SPO.

	MODULE	COURSE EQUIVALENCIES		
		*Years	Training	Test-out
<i>Fundamentals Series</i>	Module I – “Fun”-damentals	2	or 101	N/A
	Module II – Small Dollar Purchases (1 cent to \$10,000)	2	and 201	N/A
	Module III – Informal Solicitations: RFQs	2	and 301	and Yes
<i>Specialist Series</i>	Module IV – Formal Solicitations: IFB's Plus (May be sub-modules)	N/A	N/A	Not at this time
	Module (V1-V2) – RFP's	N/A	N/A	Not at this time
	2 Day Course			
	Module VI – Evaluating Responses to Solicitations	N/A	N/A	Not at this time

*Years are defined as years in Arizona State service in a full time position conducting procurement activities.